



**KEN STIMPSON  
COMMUNITY  
SCHOOL**

**FREEDOM OF INFORMATION  
POLICY**

<b>Reviewed:</b>

# **This is the Ken Stimpson Community School Publication Scheme on information available under the Freedom of Information Act 2000**

The Governing Body is responsible for maintenance of this scheme.

## **1. Introduction: what a publication scheme is and why it has been developed.**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## **2. Values and Aims**

### **2.1 VALUES**

We believe:

- In providing a climate that encourages students to develop their abilities, gain confidence to play their role as citizens in society and lays the foundation for continuing learning.
- In fulfilling the potential of students and teachers.
- That students should have a strong sense of work, self-esteem and development of character.
- In equality of opportunity for all.
- That a purposeful partnership between parents, students and teachers creates the most effective environment for learning.
- That supportive relationships with other schools, the local community, business and industry benefit all.

### **2.2 AIMS**

To ensure the fulfilment of our values we aim to:

- Promote the understanding that education is a lifelong process.
- Provide a curriculum that matches the ability of each student and allows them to develop their full potential.
- Develop the academic, personal, spiritual and social aspects of students' lives and encourage adaptability, self-belief and tolerance.
- Nurture character through the promotion of trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Reward students for their achievements and celebrate success.
- Ensure that everyone, regardless of race, creed, gender or ability, has equal access to all areas of school life and that cultural diversity is celebrated.
- Create a welcoming atmosphere in which parents are encouraged to take shared responsibility for their child's education.
- Sustain mutually supportive links.

This publication scheme is a means of showing how we are pursuing these aims.

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is spilt into categories of information known as ‘classes’. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus:	information published in the school prospectus.
Governors’ Documents:	information published in Governing Body documents.
Students and Curriculum:	information about policies that relate to students and the school curriculum.
School Policies:	information about policies that relate to the to the school in general.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.kscs.org.uk](http://www.kscs.org.uk)

Email: [enquiries@kscs.org.uk](mailto:enquiries@kscs.org.uk)  
Telephone: 01733 765950  
Fax: 01733 765951  
Address: Ken Stimpson Community School, Staniland Way, Werrington, Peterborough PE4 6JT

To help us respond to your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**”.

If the information you are seeking for is not available via the scheme and is not on our website, you can still contact the school to ask whether we have it.

### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access you can access our website using a local library or Internet Café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos then we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

<b>Class</b>	<b>Description</b>
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): the name, address and telephone number of the school, and the type of school.</p> <ul style="list-style-type: none"> <li>• The names of the Principal and Chair of Governors.</li> <li>• Information on the school policy on admissions.</li> <li>• A statement of the school’s ethos and values.</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those students.</li> <li>• Information about the school’s policy on providing students with special educational need.</li> <li>• Number of students on roll and rates of students’ authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures.</li> <li>• GCSE / GNVQ results in the school, locally and nationally.</li> <li>• A summary of GCE A / AS Level results in the school and nationally.</li> <li>• The number of students studying for and percentage achieving other vocational qualifications.</li> <li>• The destinations of school leavers.</li> <li>• The arrangements for visits to the school by prospective parents.</li> <li>• The number of places for students of normal age of entry in the preceding school year and the number of preferences expressed for those places.</li> </ul>

**Governing Body** – this section sets out information published in Governing Body documents.

<b>Class</b>	<b>Description</b>
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the school.</li> <li>• The name of the Governing Body.</li> <li>• The manner in which the Governing Body is constituted.</li> <li>• The term of office of each category of Governors if less than four years.</li> <li>• The name of any Body entitled to appoint any category of Governor.</li> <li>• Details of any trust.</li> <li>• If the school has a religious character, a description of the ethos.</li> <li>• The date the instrument takes effect.</li> </ul>
<b>Minutes of meetings of the Governing Body and its Committees</b>	<p>Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic school year).</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

<b>Charing and Remissions Policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodgings for which charges are permitted, for example school publications, music tuition, trips.
<b>School session times and term dates</b>	Details of school session and dates of school terms and holidays.
<b>Health &amp; Safety and Risk Assessment Policies</b>	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out these policies.
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints.
<b>Performance Management of Staff</b>	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures.
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instruments, departmental circulates and administrative memoranda sent by the Department of Education and Skills to the Principal or Governing Body relating to the curriculum.
<b>Annex A Other documents</b>	Annex A provides a list of other documents that are held by the school and are available on request.

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Principal at Ken Stimpson Community School, Staniland Way, Werrington, Peterborough PE4 6JT.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deal with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF**

**Enquiry / Information Line: 01625 545 700**  
**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**  
**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

